
CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER: 035.00

EFFECTIVE DATE: August 25, 2003

CATEGORY: Web Management

SUBJECT: Content Management for Project Websites

DESCRIPTION:

The purpose of this CERP Guidance Memorandum (CGM) is to define the content describing CERP Projects that shall be located on www.evergladesplan.org, herein defined as the CERP Public Web Site. This CGM will assist Project Managers for the U.S. Army Corps of Engineers and South Florida Water Management District in determining what should be included on their individual project page(s). Compliance with this CGM should promote the consistency of information shared to the public and stakeholders across the CERP Program.

GUIDANCE:

The following guidance is only applicable to Design Coordination Team (DCT) recognized CERP projects. This guidance memorandum does not prescribe protocols for web content specific to CERP related Feasibility Studies.

1. Project Details: Project details will remain as the description contained in the Comprehensive Plan (Yellow Book) until a decision document, i.e., PIR, SPIR, Feasibility Report, or PPDR, is authorized or approved. Project details are defined as: U.S. Army Corps of Engineers and the sponsoring Project Managers and Regional Project Managers names and email address, date of Design Agreement, Project description, authorization information, Project start and end dates, Project phase, Comprehensive Plan Component Designation and CERP Project Region.

2. Project Management Plan: The draft Project Management Plan (PMP) should be posted to the project's web site after the Project Delivery Team has completed internal review. The draft PMP may remain on the web site until the final PMP has been signed by the Executive Director of SFWMD and the District Engineer or their designees. Upon adoption of the final PMP, the draft PMP should be removed from the web site. The final PMP will be placed on the website and should remain until a revised PMP is developed and has been approved through the change control process (See CGM 7.0 Project Change Control).

This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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3. Monthly DCT Program Level Activity Reports: Only the current months Activity Report, as approved by the DCT, will be posted to the web site. See CGM 26 for Monthly Project Report Updating and Approval Process.
4. Documents: At a minimum, the following documents shall be placed on the appropriate Project area(s) or CERP Calendar on the CERP Public Web Site.
 - a. Minutes: Final minutes from a Project Delivery team (PDT) meeting or other forum, which included public involvement. Final meeting minutes should be fully coordinated between PMs prior to placement on the website. Draft minutes should be shared via email or other non-public media.
 - b. Agenda: The jointly prepared agenda for a PDT meeting or other public forum should be placed on the project website at least 2 weeks prior to the event. This should allow the stakeholder adequate time to prepare for the event. Meeting agendas shall be posted along with accompanying event information on the CERP Public Web Site calendar. This may be requested by emailing calendar@evergladesplan.org. Refer to CGM #9 for further guidance regarding calendar management.
 - c. Attendance Sheet: The attendance sheet will be posted to the CERP Public Web immediately following the PDT or public event. The minutes from the event should incorporate the list of attendees once the final minutes are approved and posted.
 - d. The draft PIR with NEPA document should be placed on the project web site when the draft PIR with NEPA document is released for public and agency review. The final PIR with NEPA document should be placed on the project web site when the Division Engineers' public notice is issued.
 - e. Interim products, i.e., Performance Measures and final approved model selection/evaluation matrix shall also be posted.
 - f. Presentations made during PDT meetings may be posted on the web site. Duration of retention shall be determined by the PM.
 - g. The approved project change control form shall be placed on the project site. The purpose of the document is to inform the viewer of the most recent changes to project schedule and cost.

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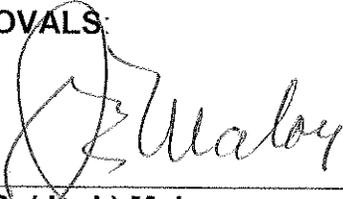
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5. Content Owner or Content Area Coordinator. Project Managers (PM's) and/or the designated Outreach Specialist are hereby designated as the primary responsible parties of authoritative source regarding all Project Details described on the CERP Public Web. No other individual or entity has the authority to publish and/or change any Project related details without their expressed consent. It is therefore the designated PM's responsibility to ensure the accuracy of Project related content, as described above, on the CERP Public Web Site.

APPLICATION:

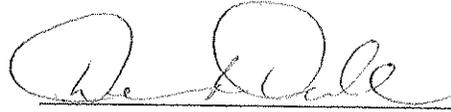
Effective as of the date of this CERP Guidance Memorandum, the staffs of both agencies will implement this guidance in accordance with the information provided herein.

APPROVALS:



John R. (Jack) Maloy
Chief Executive Consultant, Water Resources
South Florida Water Management District

DATE: 8/25/03



Dennis R. Duke
CERP Program Manager,
U.S. Army Corps of Engineers

DATE: 8/25/03

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